



# USAID | AFGHANISTAN

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**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Human Resources Specialist  
**Type of vacancy:** Multiple  
**Opening date:** May 15, 2017  
**Closing date:** May 28, 2017  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement #:** USAID/306/17/35/OM

## **Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Human Resources Specialist** under a personal services contract, as described in this solicitation.

## **BASIC FUNCTION OF THE POSITION:**

The incumbent is a member of the HR Unit and works under the general supervision of the Executive Officer. The position serves as the HR Specialist on all phases of Foreign Service National (FSN), US, and Third Country National (TCN) Personal Service Contract recruitment and contracting management. Duties include but are not limited to: recruitment and contracting of local and international staff, salary negotiation, processing Global Acquisition and Assistance System (GLAAS) actions, preparation of all types of contracts, contract modifications, and personnel actions, evaluation and classification of all local positions and US/PSC positions for the Executive Officer's approval, HR records and database management, orientation and personnel processing of incoming and outgoing employees, and the preparation of various periodic and non-recurring reports.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **HR Office Management, Policy Analysis and Advisory Services**

- Supervises HR Assistants and Clerks, manages the section's workflow and workload allocation, conducts the performance evaluation process by setting work and development plan, monitors output, conducts period performance discussion and provides feedback. As necessary and in coordination Executive Officer conducts performance counseling and remedial actions. Provides weekly overview of tasks to be performed, which involves setting priorities and receive information on ongoing tasks, thus reaching final decisions on further actions to be taken. Prepares training plan for the section staff and conducts on-the-job training to enable them to perform their duties, and cross-train each other so they can perform duties interchangeably.
- Works as an expert and technical advisor for recognized core HR functions (e.g., position classification, staffing, compensation, employee performance management, employee benefits, employee development, information systems, employee and Labor Relations- within a decentralized environment to perform a key role in rendering expert advisory service and authoritative policy interpretations on highly complex, new HR systems implementation.

- Stays abreast of current HR departmental regulations, policies, directives, the country's labor standards and law; updates Executive Officer for HR services of any changes, proposes and initiate required changes. Evaluates the extent and magnitude of the effect of the updated/changes policies or procedures and facilitate the necessary measures to institute understanding of application and procedure by the Agency's personnel.
- Maintains liaison with Bangkok and Washington/USAID on matters relating to employee relations, labor relations, staffing, position classification, pay, benefits, employee training, and technical processing of personnel actions and related items. Serves as employee counselor for various Local Employed (LE/FSN) Staff substantive HR issues which may include entitlement, health, pay and benefits, leave insurance, promotions, assignments, retirement, evaluation reports, working conditions etc. This includes making suggestions, and explaining regulations and guideline applicability.
- Assists Executive Officer to monitor the staff and section's capacity to ensure that the office is meeting its established customer service standards. Devises both means and ways to get customer feedback and devise improvement plans based on that feedback.

### **Recruitment Process and Contracting**

Recommends innovative methods and strategies to resolve problems of job turnover, downsizing, and reinvention initiatives while ensuring the correctness and propriety of actions taken.

Leads on HR recruitment strategies, sources and special programs, assists sections in the development of criteria to determine knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of well qualified candidates in internal or external competitive staffing actions. Provides advice to managers on future staffing strategies, complex placement issues including reduction-in-force and transfer of function. Recommends innovative methods and strategies to resolve problems of job turnover, downsizing, and reinvention initiatives while ensuring the correctness and propriety of actions taken.

**US/TCNPSC employees:** Leads the recruitment process for non-direct-hire local and international employees, with responsibility of preparing job advertisements and announcements for posting in-house, local market and international announcements. Reviews for completeness, presence of necessary technical information, evaluation criteria, and appropriateness as a PSC, conferring with the originator to answer any question regarding requirements. Based upon an informed knowledge of various markets, recommends to Executive Officer probable sources, advertising requirements and any other conditions that may apply. Receives all applications for USAID/Afghanistan, screens applications or supervises the process of assessing applications against job descriptions requirements; discussing possible tradeoffs with selecting official offices when none of the candidates has exactly the qualifications sought; proceeding with first screening/selection of candidates based upon minimum qualifications set forth by the requesting Office. Coordinates skill tests explaining test conditions so that candidates, supervisors, and selection committees understand results; prepares recruitment correspondence, including notifications of non-selection and job offer letters.

Ensure selection committee formations and serves as the HR representative as required; prepares offer letter and Memorandum of Negotiation, and ensures that all appropriate contract documentation is completed and filed in the individual contract files. Since Mission operates on a re-delegated contracting authority, ensures proper compliance not to exceed Mission Director or Contracting Officer's Executive Officer contracting authority, and reports awards to USAID/Washington/OAA.

Initiates GLAAS actions, health and security clearance, Electronic Country Clearances (eCC) process for employees in collaboration with the hiring offices, Embassy Regional Security Office, USAID/SEC and other Posts Regional Security Offices. Proactively establish communication with the newly recruited employees to status update and collaborate with the service providing offices to ensure facilitation of the recruitment process.

**FSNPSC Employees:** Continuously oversees, guides and mentors HR Assistants on recruitment practices, quality and standard of screening of applications, ensure the section's compliance in the maintenance of accurate applicants list and related information in recruitment procurement files, timely referral of all qualified applicants to the hiring supervisor(s) for selection of candidates

for further interviewing and/or testing.

Supervises the preparation of PSC contracts and procurement process in the HR section which is performed by other designated HR Assistants. Negotiates all local hire USFSC and FSNPSC contracts, and shares negotiation responsibilities for FSN contract negotiations, in accordance with guidance provided by supervisor, appropriate USAID regulations and/or Mission compensation plan. This involves detailed discussions with selected candidates regarding their salary history as opposed to the compensation package offered at USAID. Requests proof of salary history in the form of previous salary statements and/or tax statements and checks those in detail to verify accuracy. After discussions with candidate, presents all the information, and makes recommendations to the Executive Officer for final approval.

Ensures and participates on tests administered by HR such as computer proficiency, writing and language skills. Ensures that other types of tests administered by the hiring sections are conducted fairly and equitably. Participates on the interview panel, ensuring that HR policies and procedures are adhered to and records deliberation and outcome for official recruitment file.

Shares responsibility in preparing job offer and medical and security certifications arrangement as required. Coordinates with losing and gaining offices to ensure smoothest possible transition for internal transfers. Maintains up-to-date personnel files for LE/FSN staff, adding or deleting from files as necessary.

Provides serviced sections with insight in establishing organizational structures that are efficient, cost effective, supports desired grade levels, and facilitate career development.

### **Performance Management & Employee Development**

Guides HR Assistants in the performance management process. This work includes providing substantive technical advice to employees and supervisors to develop clear work goals and objectives against which employees are to be evaluated; following up performance evaluation reminders are sent out; reviewing completed evaluations for completeness and internal consistency; and providing counseling to employees and supervisors on work performance and conduct challenges.

Serves as advisor to local employees on matters relating to career development or promotion. Provides information to locally-hired staff and their supervisors on issues such as work conditions, leave policies, compensation, resignations, etc, and referring particularly complex, sensitive or precedent-setting issues to supervisor.

Working closely with the Executive Officer in leading Post's training program by conducting an annual training and development needs assessment, coordinating with all offices to produce an annual Training Plan for the training committee's approval. Coordinates all post-sponsored trainings and prepare after training assessment to evaluate the provided training meets the desired target. Prepares a de-brief report to facilitate the Management's decision making process on future training objectives and goals. Plans and conducts a variety of HR focused trainings (Performance management, performance versus conduct, customer service, awards etc) periodically and as desired by the office.

### **Position Evaluation and Classification**

The incumbent is primarily responsible for the evaluation and classification of all local and LE Staff and US/TCNPSC positions at post regardless of grade. Conduct the majority of classification studies for the Agency.

Assists section supervisors write or review position descriptions and make sure that they are accurate and up-to-date; review position classification requests submitted to the Executive Officer by various offices, and make recommendations on course of action to be taken, as necessary conduct desk-audit. Prepares and conducts discussions/interviews with supervisors and employees to gain an in-depth understanding of the job; evaluates positions using the Mission Classification System (MClass).

Writes reports on classification studies and discusses classification decisions both formally and informally with supervisors and employee(s), coordinates all aspects of classification appeals process. Manages maintenance of position descriptions for all positions. Annually, initiates position description process in collaboration with various sections.

This task is both highly sensitive and entails a great deal of professional judgment by the incumbent. Negative decisions following recommendations by the incumbent must not only be well grounded but also explained to the originating offices and concerned individuals with tact and diplomacy, in order to avoid morale repercussion.

For US/TCNPSC positions, incumbent conducts position market value analysis and make the appropriate market value grade recommendation. Determines official title of the position to be used in accordance with the pertinent regulations. The final approval authority of position classification rests with the Executive Officer, Supervisory Executive Officer or USAID/Washington HR.

Makes fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to positions; communicates grade distinctions to management with supporting criteria and justification; provides recommendations to management on organizational design with emphasis on career development principles and practices; and relate position classification to the management process and other HR programs.

Ensures, maintains and safeguards, completes classification documents as per the Agency's and Departmental standard for all positions within the agency.

### **Local Employee Pay and Benefit Management**

In conjunction with other members of the HR Unit, the incumbent serves as a resource person responsible for providing leadership, advice and technical guidance on all matters related to local employees and local practices. Specific responsibilities include: local compensation plan, payroll, wages and compensation and benefits, health and life insurance, leave policy, and retirement and severance pay entitlements. Advises and counsels employees on the full range of personnel and management matters such as performance evaluation, employee relations, salary increases, position descriptions and evaluations, training, incentive awards program, environmental and working conditions, Reduction-in-Force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures, and other HR management issues.

### **HR Administrative Management and Other Responsibilities**

**Entry & Exit Management:** Performs a variety of duties connected with the in-processing and out-processing of Locally Engaged employees. These duties include: participate in the quarterly new employee orientation program by creating and presenting presentations and workshops for newcomers; provide HR in-briefing on various topics, follow-up the relevant arrival and departure cables are initiated and clouted, Personnel System database is updated and maintained accurately by all HR Staff; reviews final pay calculation done by the service providing financial center is computed accurately and in accordance with the Local Compensation Plan; drafts and route letters of separation; performs separation counseling; shepherd separation appeals through the appeal process as required.

Reviews personnel actions prepared by HR Assistants expeditiously and thoroughly, verifies that all documentations are complete, internally consistent, and in compliance with official records and policies; obtains additional or corrected information as necessary before submitting for Executive Officer's signature. Actions include but not limited to individual personnel actions for all types of transactions including PSC contracts, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, retirements, etc.

**Maintenance of Position control records & personnel files:** Ensures the maintenance of personnel files for U.S Direct Hires (USDH), LE/FSN staff, US/TCNPSCs, manage positions by adding or deleting from Post Personnel WebPASS, and other HR position management databases. Ensures Staff Official Personnel Files/Electronic Personnel Files (OPFs/EPFs) are

maintained in accordance with the USAID record keeping standard and conduct random spot check.

## **REQUIRED QUALIFICATIONS:**

**Education:** A Bachelor's degree in management, human resources management, business administration, public administration or related social science field. (Education requirement must be met at the time of application for the subject position).

**Experience:** A minimum of five years of progressively responsible work experience in human resources/personnel management involving performance management, policy advice and development, career development, recruitment and selection, HR contract administration in USAID or a reputable non-governmental organization. Out of the total five years incumbent must have at least one year supervisory experience. (Work experience requirement must be met at the time of application for the subject position).

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking reading of Dari and Pashto languages.

**Job Knowledge:** A thorough knowledge of the human resources management function, local labor law and prevailing employment practices, standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement.

**Skills and Abilities:** Excellent organizational skills, tactful, personable, compassion and understanding with an interest in serving people to maintain smooth and effective working relationships with all Mission personnel at all levels. Good interviewing and analytical skills to make objective position evaluation decisions and present them concisely. Ability to apply and interpret regulations to current situations is required. Incumbent must have competency in using MS Office suite, Visio, and other MS Office based applications relevant to the performance of the work.

## **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Human Resources Specialist (OM 1735)**.

**ANY/ALL application submissions after the closing date of May 28, 2017 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**  
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>  
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

## **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND ALL GENDERS ARE URGED TO APPLY**